

PHARMACIST--PROVIDER CONSULTANT 2 (continued)

EXAMPLES OF WORK: (continued)

Provides direct consultative services concerning the pharmacy program to local offices for eligibility workers, supervisors, and administrators as well as Long Term Care and regional staff.

MINIMUM QUALIFICATIONS: Possession of a Louisiana license to practice pharmacy plus either of the following:

1. Four years of experience as a licensed pharmacist.
2. Two years of experience in professional consultative pharmaceutical work.

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STATE OF LOUISIANA  
DEPARTMENT OF CIVIL SERVICE  
P.O. BOX 94111, CAPITOL STATION  
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FINANCIAL AND COMPLIANCE AUDITOR 3

The examples of work given are intended only as illustrations of the various types of work performed in positions allocated to this job. The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related or a logical assignment of the position.

FUNCTION OF WORK:

To perform audits or audit reviews of financial records and statements of entities receiving government funds to ensure legitimate use of funds and to determine compliance with applicable rules, regulations and laws.

LEVEL OF WORK:

Advanced journeyman--complex.

SUPERVISION RECEIVED:

General from a Financial and Compliance Auditor or other manager or administrator of higher level.

SUPERVISION EXERCISED:

Project over Financial and Compliance Auditors or other fiscal personnel as assigned.

LOCATION OF WORK:

May be used by all agencies and departments.

JOB DISTINCTIONS:

Differs from Financial and Compliance Auditor 2 by responsibility for reviewing the work of private or governmental auditors.

Differs from Financial and Compliance Audit Supervisor by the absence of responsibility for directing all compliance audits of a department or large region and the absence of supervisory responsibilities.

EXAMPLES OF WORK:

Reviews reports of examinations of private and/or governmental entities to determine that financial operations and statements comply with laws, regulations, and contracts/agreements.

Examines reports and work papers submitted by Financial and Compliance Auditors to ensure accuracy of work and adherence to standards and to identify problems; prepares reports of findings for supervisory review.

Confers with examiners to document findings, obtain additional information, to answer questions and to resolve questions or problems.

Confers with administrators, private and governmental auditors, vendors, providers and others regarding audit findings and settlement/payment agreements.

Makes recommendations for additions to audit procedures manual; participates in training demonstrations for new types of audits or new procedures.

Conducts audits in unusual situations or to obtain specialized information.

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*Supervisor 78-7*

FINANCIAL AND COMPLIANCE AUDITOR 3 (continued)

MINIMUM QUALIFICATIONS: Any of the following will qualify:

1. Twelve semester hours in accounting plus four years of professional level experience in accounting or auditing.
2. Eighteen semester hours in accounting plus three years of professional level experience in accounting or auditing.
3. Twenty-four semester hours in accounting plus two years of professional level experience in accounting or auditing.

Graduate training in accounting may be substituted for the required experience on the basis of thirty semester hours for one year of experience.

4. Possession of a Certified Public Accountant's license.

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LICENSING AND CERTIFICATION PROGRAM MANAGER

The examples of work given are intended only as illustrations of the various types of work performed in positions allocated to this job. The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related or a logical assignment of the position.

FUNCTION OF WORK:

To supervise and direct activities of a group of Licensing and Certification Surveyors.

LEVEL OF WORK:

Supervisory.

SUPERVISION RECEIVED:

Broad direction from the Licensing and Certification Assistant Director.

SUPERVISION EXERCISED:

Direct over Licensing and Certification Surveyors.

LOCATION OF WORK:

Department of Health and Human Resources; Office of the Secretary.

JOB DISTINCTIONS:

Differs from Licensing and Certification Assistant Director by absence of overall managerial responsibility for directing the functions and activities of a division.

Differs from Licensing and Certification Surveyors by the presence of supervisory duties.

EXAMPLES OF WORK:

Plans and supervises procedures and survey operations for the licensing and/or certification of health and social care facilities to determine compliance with state and federal regulations.

Reviews reports and results of surveys for determination of proper action relative to licensing and/or certification of facilities.

Consults with prospective owners, architects, engineers and administrators relative to standards required in construction of facilities.

Advises and consults with administrators pertaining to licensing and/or certification procedures, policies and regulations.

Works closely with and coordinates programs with other state agencies pertaining to licensing and/or certification activities.

Supervises, coordinates and reviews overall survey activities of specialized professional consultants and generalist surveyors.

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# LICENSING AND CERTIFICATION PROGRAM MANAGER (continued)

## EXAMPLES OF WORK: (continued)

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Prepares, conducts and participates in in-service training for professional surveyors.

### LICENSING AND CERTIFICATION PROGRAM MANAGER

Plans and coordinates regular and special studies, inspections or investigations of phases or overall operations of facilities.

Formulates or supervises preparation of recommendations regarding licensing and/or certification of providers of services.

## MINIMUM QUALIFICATIONS:

Four years of professional level experience in hospital or nursing home administration, public health administration, nursing, pharmacy, dietetics, medical technology, social services, or in related professions in the health and social care industry.

## NOTE:

Selective certification in an individual field may be required for some positions to conform with federal standards.

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FAMILY SECURITY PLANNING SUPERVISOR

The examples of work given are intended only as illustrations of the various types of work performed in positions allocated to this job. The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related or a logical assignment of the position.

FUNCTION OF WORK: To provide supervision over a unit of Family Security Planning Consultants engaged in policy and planning activities.

LEVEL OF WORK: Supervisor--first line.

SUPERVISION RECEIVED: General from a Family Security Planning Manager.

SUPERVISION EXERCISED: Direct line over Family Security Planning Consultants.

LOCATION OF WORK: Department of Health and Human Resources; Office of Family Security.

JOB DISTINCTIONS: Differs from Family Security Planning Consultant by the presence of supervisory responsibility.

Differs from Family Security Planning Manager by absence of responsibility for management of the Planning Section.

EXAMPLES OF WORK: Serves as first line supervisor over a staff of OFS Planning Consultants in the coordination, development, issuance and review of policies and procedures in compliance with state and federal laws and regulations.

Assigns subordinates programs and policies for review and enhancement.

Maintains and insures that subordinates maintain liaison with agencies to provide policy promulgation assistance.

Performs duties ordinarily assigned to Family Security Planning Consultant.

MINIMUM QUALIFICATIONS: Four years of professional level experience in social services or planning and program evaluation.

SUBSTITUTIONS: A master's degree in the social or behavioral sciences will substitute for one year of the required experience.

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STATE PLAN UNDER TITLE XIX OF THE SOCIAL SECURITY ACT  
MEDICAL ASSISTANCE PROGRAM  
STATE LOUISIANA

ATTACHMENT 1.2-C

BUREAU OF HEALTH SERVICES FINANCING -- JOB DESCRIPTIONS

Support Staff:

The BHSF utilizes several clerical positions to provide administrative support for the implementation of the Medical Assistance Program. Examples of these positions include: typist clerk, administrative/executive secretaries, and administrative services assistant. Some of the functions associated with these positions are as follows:

Typist Clerk:

Sets up and types a wide variety of materials; compiles data for reports; prepares timesheets, purchase orders and requisitions supplies; may utilize a computer to enter or retrieve information and collates files.

Admin. Secretary:

Composes and types correspondence about administrative matters and general office policies; anticipates and prepares materials by the supervisor, for conferences etc.; may perform administrative functions such as payroll preparation, travel reports and may take responsibility over clerical or student worker personnel.

Executive Secretary:

Composes and types correspondence involving complex and nonroutine matters; may establish appointment priorities or reschedule appointments; summarizes content of incoming materials, specially gathered data and briefs supervisor regarding important issues or conflicts; advises supervisor regarding the need for revisions in administrative procedures and policy; and may type contracts, secure appropriate signatures, and track contracts through the approval process.

Admin. Services Assistant:

Analyzes and prepares detailed reports on any phase of organizational activity, including recommendations for revising procedures to improve operations; prepares memoranda for the administrator informing staff of administrative decisions and matters of policy; and performs and supervises administrative support activities such as maintaining files and central records, printing and duplication services, security, purchasing of supplies and equipment, preparation of payroll or personnel records; and collects and supervises the collection and preparation of data into reports.

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